

From: Rodriguez, Tony
To: Barber, David; Bergman, Kathy; Berkley, Johnnie; Garcia, Joseph; Hubbard, Barbara; Hunter, Stephanie; Muniz, Barbara; Segundo, Carolina; Silva, Samuel; Carter, Thomas; Valdez, Tomas; Valenzuela, Estella; Wells, Charles; Winkley, Salestus
CC: Watkins, Paul; Bell, Stephen; Murphy, Kathleen
Sent: 8/28/2013 1:33:13 PM
Subject: EIC Reporting information Requirements

Folks,
EICs are becoming a big deal now and the information requirements are tightening up. Starting this Friday I will need the following information (which some of you have been providing) formatted as shown: **Date - Office Name (Station Number): Narrative**

Example:

8/23/2013 - Lubbock (Station 501): One person came into the Lubbock office for an EIC, however, he decided to get an identification card. No other inquiries were made.

The clearer you make this up front, the fewer follow-up phone calls we have to have.

v/r

Tony Rodriguez

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